

GUIDELINES

It is anticipated that state funds for the State Public Library Outreach Grant Program will be available for award during the 2008 state fiscal year.

PURPOSE OF THE GRANT

Public libraries in Kentucky are urged to provide active outreach services to rural and/or to urban areas in a county. This can be done through bookmobiles, branch services, or other approved extension services. Public libraries should consider library services based on thoughtful planning, and on local/community needs. Library Outreach Services Grants were established to assist public libraries in meeting their service obligations to **all** Kentucky citizens and to allow for the outreach needs of individual counties.

The Kentucky Department for Libraries and Archives (KDLA) will award matching grants subject to availability and receipt of state funds. Grant funds will be for (1) a new bookmobile provided by KDLA, or (2) a new outreach services vehicle to be purchased locally.

ELIGIBILITY REQUIREMENTS

Applicants who meet the following requirements are invited to submit an Application for a State Fiscal Year 2008 Library Outreach Services Grant. Applicants must:

1. Be a public library board of trustees or joint city/county library department.
2. Have a legally established public library.
3. Provide free countywide library services, without discrimination, to the citizens of the county in which this grant will be administered.
4. Have a Library Director and an Outreach Services/Bookmobile Librarian, both properly certified by the Kentucky Board for Certification of Librarians.
5. Assure that adequate local funds are budgeted for continued operation and maintenance of outreach services.
6. Submit a Notification of Intent to Apply for FY 2008 Library Outreach Services Grant, which is postmarked by the required deadline of **October 1, 2007**.
7. Complete the appropriate application provided by the Kentucky Department for Libraries and Archives.
8. Carry liability insurance for the life of the vehicle, and collision insurance for a period of five years, on any bookmobile or other vehicle acquired through this grant. KDLA, however, recommends that collision insurance be carried for the life of the vehicle.

OPTIONS FOR APPLICATION

1. New Bookmobile Provided By KDLA -

Public library boards of trustees applying for assignment of a new bookmobile will be required to pay the cost of equipping the bookmobile that includes the generator, electrical system, shelving, and flooring. The local match is expected to be approximately \$25,000. This amount includes all interior shelving and lighting (\$6,000), and exterior lettering (\$500) and is subject to change. This does not include any custom paint which the library may desire. The State retains ownership of the bookmobile, even if only a part of the purchase price is paid with KDLA grant funds.

2. New Outreach Vehicle -- Other Than a KDLA Bookmobile

Public library boards of trustees applying for a grant to purchase a new outreach vehicle locally will be required to match the cost on at least a dollar-for-dollar basis. This grant will be no greater than \$25,000.00 and no less than \$2,500.00. The State retains ownership of all vehicles, even if only a part of the purchase price is paid with grant funds.

FUNDING

Competitive awards from KDLA assist public library boards of trustees in providing outreach services in their counties.

Continued operation and maintenance of outreach services are required, and are the responsibility of the public library board of trustees. All outreach services programs should be based on the needs of the individual county. Therefore, careful and thorough planning should occur before choosing a method of providing outreach services.

A proposal which requests state funding may not include more than one type of outreach service.

PURPOSES FOR WHICH OUTREACH SERVICES GRANT FUNDS MAY NOT BE USED:

- The on-going purchase of library materials. The cost of such materials may not be applied toward satisfying the local matching requirement.
- Contingency reserves.
- Interest on borrowings.
- Maintenance costs.

Funds will **not** be allocated for continued support of an approved project if there is evidence of any of the following:

- The grant recipient has not commenced work on the project within a reasonable time after notification of the award, or is not completing the project as planned.
- There are violations of the terms of the agreement between KDLA and the grant recipient.
- Funding is not leading toward achievement of project goals.

THE AMERICANS WITH DISABILITIES ACT

The Americans With Disabilities Act (ADA) Public Law 101-336, enacted July 26, 1990, provides broad-based protection from discrimination for disabled individuals in employment, public services, and public accommodations. Any outreach project funded with state funds must provide reasonable accommodation for persons with disabilities as specified by the Americans With Disabilities Act. A statement of compliance must be included in the grant application.

CRITERIA AND SCORING FOR APPLICATION REVIEW COMMITTEE

Applications will be scored based on the following criteria:

COMMITMENT TO HIGH QUALITY OUTREACH SERVICES: Explanation of the careful and thorough planning method utilized to determine the type of outreach services program requested is essential. Documentation must be attached. The library with the most comprehensive plan to provide high quality outreach services will receive the highest ranking. Please do not send scrapbooks or personal testimonies.

NEED: A clear and compelling need for an Outreach Services grant must be demonstrated and documented. Describing current outreach services and why something about this service should be changed can do this. Include the age of the bookmobile currently assigned or outreach vehicle being used, amount of money expended for maintenance and repair of vehicle, or maintenance of current outreach services, hours per week on the road, outreach circulation, staff hours dedicated to outreach services and total number of outreach patrons. Copies of Annual Report pages will serve as partial documentation. The library with the greatest need will receive the highest ranking.

PUBLIC RELATIONS: A clear description of how the library plans to promote and publicize outreach services in the county must be incorporated. Examples of public relations efforts for the current outreach services program should be included. The library with the best public relations plan will receive the highest ranking.

EVALUATION: All effective programs must have an evaluation method and timetable. An explanation of how evaluation will be carried out and how frequently it will be done should be included. The library with the best mode of evaluating its outreach services program will receive the highest ranking.

DEFINITIONS

Bookmobile: Vehicle used for the delivery of library materials and services to designated locations, which runs on a regular schedule, is available to county residents, and allows for browsing in the vehicle.

Home Delivery: A service provided by the library in which library staff or volunteers deliver requested volumes to outreach clients, in a private vehicle or one provided by the library. With home delivery, the volumes delivered to any client are selected in advance, and the client does not have the opportunity to browse a collection carried in the vehicle.

In-Kind Contribution, Third Party: See “Third Party In-Kind Contribution”.

KDLA Bookmobile: The standard design bookmobile purchased by the Kentucky Department for Libraries and Archives.

Maintenance: The routine and normally recurring upkeep expenditures for a properly functioning vehicle.

Outreach Services: Services provided by the library in order to bring library services to those individuals who do not, or can not, visit a library facility to receive services.

Third party in-kind contributions: Real or vehicular property which benefits a State Public Library outreach project and which is contributed by non-state or non-federal third parties without charge to the applicant. Third party in-kind contributions count toward satisfying a matching requirement only if the party receiving the contributions were to pay for them, the payments would be allowable costs. For matching purposes, the treatment of the donated property will be based on the most recent appraisal, value determined by an independent certified real property appraiser or on invoice cost in the case of vehicular property. Only those third party in-kind real property contributions made to the applicant within 12 months prior to the due date of the application may be allowable in calculating the non-state share of the cost of State Public Library Outreach projects.

Vehicle other than KDLA Bookmobile: Any vehicle, other than the bookmobile purchased and furnished to the county by KDLA, which is used for the delivery of outreach services.